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30 January 1969

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Availability of Records for a History of
Records Management

1. At your request I have completed nine (9) days of research at the Archives and Records Center to determine availability of records documenting a history of Records Management and justification for an archival establishment.

2. I found fairly good documentation for a history of the program in the early period 1948 - 1953 and have no doubt sources will be equally good in our later files. Much of this material had already been reproduced or flagged by [] and I continued this work with him. However, his work to date on compiling rosters of personnel indicates that there will be gaps.

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3. It appears to me that justification for an archival establishment must rest heavily on the policy approved by the Director and his Deputies in the Project Review Committee Action No. DD/A-154-54, 24 March 1954. This paper stated that the Agency could not use the facilities of the National Archives. Subsequent actions have reiterated this policy. In 1959 the Director requested that we withdraw from National Archives all OSS records deposited by CIA and this was done. In 1968 the Agency decided not to turn over its records to the Federal Records Center at Suitland, Maryland. I think it would be appropriate for the Records Management Board to develop a formal policy position on this matter.

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Records Management Officer

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31 JAN 1969

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<p>STAT <u>For Your Information.</u></p> <p>[redacted] accomplished a great deal with Mr. [redacted] on Historical and Archives analysis during his recent survey. He sees considerable work remaining in both areas.</p> <p>From him and [redacted] I see it inevitable that we push for an Archives function somewhere in the Agency. It is an alternative to the storage plan which can remove about 45,000 cu. ft. (15,000 would be screened out and destroyed. 30,000 moved into the Archives. Half of the 30 would be permanent and the other half long-term, (see reverse side)</p>			
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[redacted] Chief, RAB		31 Jan 69	
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